

Development Services - Permit Application Center

P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-7080 or 803-329-7089
FAX: 803-329-7228 -- website: www.cityofrockhill.com



INDIVIDUAL BUSINESS TEMPORARY SIGN PERMIT (\$100): Temporary sign permits are valid for a total of 60 days during the calendar year beginning January 1st of each year. Businesses have the option after July 1st to purchase a 30 day allotment of temporary sign usage for \$50. Each building or outside entrance tenant in a building is permitted one temporary sign. Signs must meet the standards of Section 6-900, Signage. **Note:** Sign dimensions may not exceed 32 square feet. Sign can not be displayed in the right-of-way. Sign must be staked on tenants parcel or sign must be flush mounted to tenants building. Signs can not be attached to trees, street signs or utility poles.

Business Name: _____ **Phone:** _____

Name of Contact: _____ **Contact Number:** _____

Permit Address: #: _____ **St:** _____ **Zoning Dist:** _____
[Location of permit site inside RH City Limits]

Please Circle the type of sign requested: *Regular Temporary* *Grand Opening*

Initial Display period not to exceed 30 days:

Beginning Date: _____ **Ending Date:** _____ **Remainder :** _____

Note: If a sign contractor installs the sign they must have a business license with the City of Rock Hill.

Businesses have the option to use only one sign and it must be Freestanding or Wall mounted:

A site plan must be submitted for your first initial permit and can be renewed without changes thereafter. You must provide the following:

1. Location on Building: Wall signs must be flush mounted with an anchoring detail.
2. Location on the lot: Freestanding Signs - A minimum of a 5 foot setback is required.
3. Location of all power lines, driveway, buildings and sign distances to property lines. (if freestanding signs are used)

You must provide the following information when scheduling the remainder of your temporary sign allotment of 60 days:

1. Permit Number
2. Name and address of the business
3. Name, title, and contact information of person requesting permit
4. Beginning and Ending Dates

We encourage the use of email. However, if necessary, you may fax your request to the attention of Temporary Signs at 803-329-7228.

You must wait for staff's confirmation authorizing the use of the temporary sign before putting the sign on display. Any sign that does not have authorization will be penalized at least 7 days.

The undersigned hereby makes application for a permit for the installation of the sign(s) described herein and agrees to conform to all applicable laws of the City of Rock Hill and the State of South Carolina regulating the same. The permit for this work will be based upon the approval of this application by the Zoning Administrator and the Building Official. Send applications to the Permit Application Center at the address listed above.

Applicant Signature: _____ **Date:** _____

Printed name of Applicant: _____

FOR OFFICE USE ONLY: Date Filed: _____ [] Fee Paid:[] Cash [] Check#: _____ Action: [] Rejected: [] Approved By: _____ [] Zoning Compliance Required Comments _____ Valuation: _____ Inspection?: _____ Date Filed: _____

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Information about Temporary Signs for Individual Businesses

What do you mean by a temporary sign for individual businesses?

A temporary business sign may be a sign panel or banner of up to 32 square feet that can be installed for a period of between 3 and 30 days at a time. The sign can be attached to a building wall or installed as a freestanding sign of no more than 6 feet in height.

Do I need a permit to display a temporary sign?

Yes. Permits may be obtained at the Planning and Development Department in City Hall, 155 Johnston Street. You can also fax or email your temporary sign permit.

What is the fee for a temporary sign permit?

The fee is \$100 per calendar year, which allows up to 60 days of total use. Businesses have the option after July 1st to purchase a 30 day allotment of temporary sign usage for \$50.

How often can I display a temporary sign?

You may use a temporary sign up to 10 separate times during the calendar year. The time between uses must be equal to or greater than the period of the last use. For example, if you used the sign for 3 days you must then wait 3 days before requesting your next display period. Any display of temporary signs that is not authorized will be automatically penalized at least 7 days.

What is the process for alerting the city of my display periods once I have a permit?

You must email your request to temp signs@cityofrockhill.com requesting to display the sign or fax the request to 803-329-7228. Please wait for a confirmation prior to displaying the sign.

Where can I display my temporary sign?

Temporary signs may be a freestanding sign or may be attached to a building façade. Wall signs must be flush mounted to the façade of a building and cannot exceed 32 square feet.

What additional standards are there for freestanding temporary signs?

Freestanding temporary signs must be located at least 5 feet from a street right-of-way and must not obstruct vision of traffic. They must be installed so as to not unduly sag or flap in the wind. Temporary signs may NOT be hung from utility poles, trees, or between sign supports. Temporary signs also may NOT be attached to or project over a roof.

Are flashing lights allowed?

No. All temporary signs are to be non-illuminated. Flashing, animated or moving signs are prohibited as outlined in Section 6-900 (C) of the City of Rock Hill Zoning Code.

Are there other types of temporary signs available?

Yes. Please see the brochure, "Marketing Opportunities for Businesses" available on the City's website, www.cityofrockhill.com, under Development Services, Licenses & Permits, Sign Permits.

For more information, please call the Planning and Development Department at 803-329-5590.